



JOB POSTING #2026-13

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Revenue Counter (Part-Time)

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane &
Staples Street Center as assigned.

Department: Finance

Reports To: Director of Finance

Pay Grade: 12 **Salary:** \$16.58-\$27.01

Work Schedule: Monday – Friday, 8:00 am – 12:00 pm

General Summary: Under the direct supervision of the Director of Finance, this position is responsible for processing farebox collections and preparing bank deposits.

Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation, may include, but are not limited to, the following:

- Unfolds and sorts the currency before it can be counted.
- Counts and records of farebox collections.
- Prepares and balances the currency/coin register to the deposit summary.
- Updates Excel spreadsheets with daily information
- Prepares bank deposits for timely delivery to the depository bank via courier.
- Responsible for vault security.
- May be assigned to prepare and distribute tokens and passes as directed.
- Assists in various department functions, including filing, digitizing documents, annual inventory count, accounting system data entry, and other support duties as assigned.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Establishes & maintains effective working relationships with those contacted in the course of work.
- Performs other duties as assigned.

Qualifications include:

Knowledge, Skills & Abilities:

- Basic mathematical knowledge
- Must be able to utilize Excel software and formulas
- Demonstrate good ethics when dealing with large sums of money.
- Data entry and basic record keeping.
- Filing systems.
- Effective time management.
- Operate office equipment, including money counting machines, computer, calculator, copier, facsimile machine, and shredder.
- Ability to interact courteously and effectively with a diverse internal and external customer base.
- Use a 10-key adding machine by touch and a personal computer.
- Willingly foster a positive work environment.
- Handle basic cleaning of equipment.

- Effectively multi-task.
- Exercise good judgment and responsible decision-making.
- Maintains a dependable attendance record.
- Complies with CCRTA's policies and procedures.
- Communicates in English effectively, verbally, and demonstrates superior written communication skills, understanding, and following oral and written instructions.

Physical Requirements:

Standard physical activity includes, but is not limited to, sitting, prolonged standing, walking, bending, reaching, and twisting activities. Essential & marginal functions require maintaining the physical conditions necessary to push or pull loads up to 50 lbs. (money canisters) and carry/lift 20 lbs. daily. Including possessing manual dexterity to skillfully perform the job functions.

Working Conditions:

Duties are primarily accomplished in a secure counting room and an office environment. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law, and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** High school diploma or GED.
- **Experience:** Previous experience in money handling/counting and balancing in retail or banking.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for the position to operate CCRTA vehicles.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.

M/F/D/V